

**Expression of Interest for empanelment of firm for Registration, Financial, Regulatory, Taxation Services for
CURAJ Incubation Foundation and Its Startups**

	CURAJ INCUBATION FOUNDATION Central University of Rajasthan NH-8 Bandarsindri, Kishangarh, Distt-Ajmer-305817 Tel: 01463 – 257515 Website www.curaj.ac.in
CURAJ/Purchase/Eol/2025/01	Dt. 22 .01.2025
<u>Expression of Interest (Eol)</u>	
Sealed quotations are invited from the Financial Management Organizations/Firms for Expression of Interest for empanelment of firm Registration, Financial, Regulatory, Taxation Services for CURAJ Incubation Foundation and Its Startups . Quotations completed in all respects along with Detailed service plans and price should reach the office of the undersigned on or before 13/02/2025 Envelops will be opened on 13/02/2025 3:00 PM in the presence of available bidders, if any. For further details, please visit our website www.curaj.ac.in .	
Registrar	

List of services needed by incubation centre

1. Regulatory Compliance:

- Filing of annual returns (Form MGT-7) and financial statements (Form AOC-4) with RoC.
- Maintenance of statutory registers and records as per the Companies Act, 2013.
- Compliance with CSR (Corporate Social Responsibility) requirements, if applicable.
- Filing of Form INC-20A (declaration for the commencement of business).
- Assistance with compliance related to foreign contributions (FCRA registration, if applicable).

2. Taxation Services:

- Assistance with obtaining exemptions under Section 12A and 80G of the Income Tax Act for charitable organizations.
- Filing of income tax returns and other necessary tax compliances.
- Advisory on tax planning and structuring to optimize tax benefits.
- Assistance with GST registration and compliance specific to a Section 8 company.
- Guidance on applicability and filing of TDS returns.

3. Financial Management and Reporting:

- Setting up and managing accounting systems tailored for non-profit organizations.
- Preparation of financial statements in accordance with applicable accounting standards.
- Budgeting, forecasting, and financial planning services.
- Assistance with internal audits, including grant audits and fund utilization audits.
- Preparation of financial reports for donors, grant-making bodies, and stakeholders.

List of services needed by Startups incubated CURAJ Incubation Centre

1. Bookkeeping:

- Setting up accounting systems
- Regular bookkeeping and data entry
- Financial statement preparation
- Bank reconciliation
- Accounts payable and receivable management
- Payroll processing
- Expense tracking and management - Budgeting and forecasting

2. Registrar of Companies (RoC):

- Company incorporation and registration
- Filing annual returns and other statutory forms
- Maintaining statutory registers and records - Compliance with the Companies Act

3. GST:

- GST registration and compliance
- Filing of GST returns (GSTR-1, GSTR-3B, GSTR-9, etc.)
- GST input tax credit reconciliation
- GST advisory and planning
- GST refund claims
- E-way bill generation and management - Representation before GST authorities

4. Start-up India Registration:

- Director identification number application (DIN)
- Share transfer and allotment services
- Drafting and filing of resolutions

5. Income Tax:

- Income tax registration and PAN application
- Tax planning and advisory
- Preparation and filing of income tax returns - Advance tax computation and payment
- TDS compliance and return filing
- Representing before tax authorities
- Tax audit assistance

Assistance with Start-up India registration process

Preparation of necessary documents and forms

Advisory on eligibility criteria and benefits

Filing applications for tax exemptions and incentives

Guidance on intellectual property rights (IPR) benefits

Support with government grant applications

Ongoing compliance and reporting under Start-up India scheme

For further queries/questions email to cif@curaj.ac.in and akhilagrwal@curaj.ac.in

Format of providing financial bid

S.No	Service	Annual or One time	Charges (excluding Govt. Fees)
1.	Regulatory Compliance:		
2	Taxation Services:		
3	Financial Management and Reporting:		
4	Bookkeeping:		
5	Registrar of Companies (RoC):		
6	GST:		
7	Start-up India Registration:		
8	Income Tax:		
9	Any other required services:		

Signature
Name
Designation